CITY OF RIVERSIDE
DATA CONTROL CLERK

NAME:_____   **SOCIAL SECURITY #**_____
        PLEASE PRINT

Indicate by circling the degree of experience you have in any of the following, using a scale of 0-5, where
0 = no experience, 1 = 1 year of experience, 2 = 2 years, 3 = 3 years, 4 = 4 years, and 5 = 5+ years of experience.

	Years of Experience
Answering oral inquires or complaints	0 1 2 3 4 5
Answering busy telephones/multiple lines	0 1 2 3 4 5
Filing/Sorting/Alphabetizing	0 1 2 3 4 5
Working with confidential or sensitive material	0 1 2 3 4 5
Keyboarding complex or statistical material	0 1 2 3 4 5
Keyboarding routine material	0 1 2 3 4 5
Checking input and output data for accuracy	0 1 2 3 4 5

Proficiency in using word processing/database computer software programs
Which programs are you proficient using? Please indicate experience with each.
    Microsoft Word
    Microsoft Excel
    Microsoft Access
    Groupwise or similar email program _____
    Other _____
    Other _____
	0 1 2 3 4 5
	0 1 2 3 4 5
	0 1 2 3 4 5
	0 1 2 3 4 5
	0 1 2 3 4 5
	0 1 2 3 4 5

Corresponding in written form via letter, memo or email	0 1 2 3 4 5
Prioritizing multiple tasks and meeting multiple deadlines	0 1 2 3 4 5
Basic accounting functions including posting, checking, and balancing accounts	0 1 2 3 4 5
Maintaining ledger accounts	0 1 2 3 4 5
Producing reports based on financial, budget, narrative or statistical records	0 1 2 3 4 5
Proficiency in using work order management systems **Which programs are you proficient using?** _____	0 1 2 3 4 5
Maintaining time logs and assigning job numbers in relation to work order management	0 1 2 3 4 5

I hereby certify that all statements made on this questionnaire are true and complete, and I understand that any misstatement or omission of material facts may subject me to disqualification or dismissal.

Signature: _____   **Date:** _____

Please complete and return to the City of Riverside Human Resources Department via fax at (951) 826-2552
or mail to our office at 3780 Market Street, Riverside, CA 92501.